



Arnold Schwarzenegger, Governor
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

Senior Legal Typist/Legal Secretary
Los Angeles
Permanent — Full-Time

The Department of Real Estate is recruiting to fill a permanent, full-time position for either a Senior Legal Typist or a Legal Secretary in its Los Angeles Legal Office. This position is located at 320 W. 4th Street, Suite 350, in downtown Los Angeles.

NOTE: Filling of this position is subject to the signing of the Governor’s Budget on July 1, 2006.

Duties of the position include:

- Requests and coordinates scheduling of administrative hearings, including arranging appropriate hearing sites when necessary. Calendar hearings.
- Properly format, type process and timely serve as required by law pleadings, all required notices, subpoenas, briefs, etc.
- Maintain internal control record-tracking system, establish key call-up dates of all investigative files received in the Legal Section.
- Accurately type, transcribe and format and serve pleadings, orders, briefs, written arguments, decisions, in final version form from machine dictation, handwritten drafts and computer generated drafts.
- Answer and respond to questions from DRE employees, the public, attorneys, witnesses, and respondents regarding the status of administrative disciplinary actions and procedure required by law for handling of such claims.
- Schedule witnesses and prepare and review witness fee vouchers. Copy and assemble exhibits and discovery documents.
- Act as official clerk in maintaining formal files including hearing exhibits reflecting all official acts in connection with formal administrative actions commenced under the provisions of the Administrative Procedures Act.
- Request and maintain office and equipment supplies and services and perform other duties as required.

Required Qualifications:

- Excellent command of telephone etiquette and spelling, punctuation and grammar.
- Ability to organize and manage workload.
- Good judgment.
- Excellent interpersonal skills.
- Experience using a personal computer using Word and Excel.
- **A valid typing certificate for 45 wpm is required; please attach a copy to your application.**

Desirable Qualifications:

- Excellent attendance and dependability.
- Some knowledge of Real Estate laws, rules, regulations, policies and procedures.

Salary:

Sr. Legal Typist	A	\$2419 - \$2941	Legal Secretary, Range A	\$2839 - \$3450
	B	\$2704 - \$3285		

Who should apply: Current State employees at the Senior Typist Legal or Legal Secretary level or those transferable to the class may apply. Must have the ability to type 45 wpm. Typing certificate required. **Priority consideration will be given to those designated SROA/Surplus. Please indicate SROA/Surplus information on your state application and include a copy of your notice.** **NOTE: Filling of this position is subject to the signing of the Governor’s Budget on July 1, 2006.**

Submit Applications to:

Michele Walton, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0796 or CALNET 498-0796

For information on the position contact:

Darlene Averetta – Assistant Chief Counsel
Department of Real Estate
(213) 576-6904 or Calnet 8-649-6904

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the SPB website at <http://www.spb.ca.gov>

Applicants will be screened based on the Required/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.